

PROCEDURE 9
CHANGE ORDERS

PURPOSE

This procedure establishes steps for implementing and processing change orders of ECUA funded projects.

I. Initiation

- A. Change Orders will be required for any additions, deletions or revisions in the work as contracted and previously approved that affect function, costs or time. The Engineer-of-Record may authorize minor changes in the work which are consistent with the overall intent of the contract documents.
- B. Change orders may be initiated by the Contractor, Engineer-of-Record or the ECUA, but it will be the Engineer-of-Record's responsibility to complete the required form and obtain approvals as necessary.

II. Submittals

- A. Change orders will be submitted to the ECUA Engineering Department using ECUA Change Order Form E 2.1. The form shall be carefully completed, making sure to include justification of changes. The following attachments should be included when appropriate:
 - 1. Basis for costs (increases, decreases or balance)
 - 2. Revised plans
 - 3. Catalogue cuts or data sheets (equipment)
 - 4. Other support documentation
- B. Upon receipt, the ECUA Engineering Department will promptly review the requested changes with due regard toward functional compatibility with other systems and budgeting constraints.

III. ECUA Action

- A. Action to be taken by the ECUA Engineering Department:
 - 1. Approve as submitted. ECUA Executive Director or his

designee will sign at appropriate place and the copies will be returned to Engineer-of-Record for distribution.

2. Hold for additional information, by requesting in writing required clarification and/or supporting documents.
 3. Reject with explanation back to Engineer-of-Record.
- B. When change order is fully approved and signed, a copy will be distributed to all participating parties and become a part of the project documents. Subsequent progress pay requests and/or final pay request will so reflect the changes as will the "as-built" drawings.

NOTE: Change Orders in excess of \$4,999 require ECUA Board approval.

